NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD) AND TRANSIT ADVISORY COMMITTEE (TAC) OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors (BOD) and the Transit Advisory Committee (TAC) of the Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA”) and to the general public that the Board will hold a meeting on:

BOD and TAC Joint Meeting
Wednesday, May 16, 2018
10:00am – 2:00pm
NAIPTA Training Room in Shop 3
3825 N. Kaspar Dr.
(Parking at 3773 N. Kaspar Dr.)
Flagstaff, AZ  86004

Unless otherwise noted, meetings held in the Conference Room are open to the public. This is a WEB BASED meeting. Members of the Board of Directors may attend in person, by telephone or internet conferencing. Public may observe and participate in the meeting at the address above.

The Board of Directors may vote to hold an executive session for the purpose of obtaining legal advice from NAIPTA’s attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3). The executive session may be held at any time during the meeting. Executive sessions are not open to the public, pursuant to Arizona Open Meeting Law.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk of the Board of Directors at 928-679-8922 (TTY Service 800.367.8939). Requests should be made as early as possible to allow time to arrange the accommodation.

The agenda for the meeting is as follows:

1. CALL TO ORDER
2. WELCOME, ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 4/18/2018 -pages 6-12

4. CALL TO THE PUBLIC
The public is invited to speak on any item or any area of concern that is within the jurisdiction of the NAIPTA Board. Comments relating to items on the agenda will be taken at the time the item is discussed. The Board is prohibited by the Open Meeting law from discussing, considering or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.

CONSENT ITEMS:

There are no items for the consent agenda.

DISCUSSION / ACTION ITEMS:

5. FY2019 PROPOSED BUDGET REVIEW -pages 13-25
-Heather Dalmolin, Administrative Director
This item is for discussion only. Board of Directors may wish to provide staff direction on budget and budget items prior to presentation in June for adoption.

6. TRANSPORTATION DECISION 2018 AND TRANSIT FREQUENCY PLAN -pages 26-27
-Jeff Meilbeck, CEO and General Manager
The Board may provide direction, but there is no recommendation from staff at this time.

7. DOWNTOWN CONNECTION CENTER -pages 28-29
-Erika Mazza, Deputy General Manager
Staff Recommends the Board of Directors provide direction to Staff on how best to continue developing the Downtown Connection Center area concept.

8. U-PASS IGA BETWEEN NORTHERN ARIZONA UNIVERSITY (NAU), CITY AND NAIPTA -pages 30-32
-Jeff Meilbeck, CEO and General Manager
Staff recommends the Board of Directors approve an IGA with Northern Arizona University (NAU) to provide a Universal Access Pass (U-PASS) for students, faculty and staff of NAU and Coconino Community College (CCC).

9. NAU PARTNERSHIP EXPLORATION -pages 33-34
-Jeff Meilbeck, CEO and General Manager
Staff request direction from the Board to continue working with NAU, CCC and FUSD on an operator training program.

10. **TRANSIT GUIDELINES** - pages 35-36
   - Erika Mazza, Deputy General Manager
   The Board may provide direction, but there is no recommendation from staff at this time.

11. **COORDINATION OF PROCUREMENT ACTIVITIES** - page 37
    - Heather Dalmolin, Administrative Director
    The Board may provide direction, but there is no recommendation from staff at this time.

12. **FARE STRATEGY, REVENUE GENERATION AND PASS DISTRIBUTION PLAN** - page 38
    - Heather Dalmolin, Administrative Director
    The Board may provide direction, but there is no recommendation from staff at this time.

13. **FLAGSTAFF UNIFIED SCHOOL DISTRICT (FUSD) AND CHARTER SCHOOL SERVICE STRATEGIES EXPLORATION** - pages 39-40
    - Anne Dunno, Capital Project Manager
    The Board may provide direction, but there is no recommendation from staff at this time.

**PROGRESS REPORTS:**

14. **WORKFORCE UTILIZATION REPORT** - pages 41-42
    - Heather Dalmolin, Administrative Director

15. **SUMMARY OF CURRENT EVENTS**
    - Jeff Meilbeck, CEO and General Manager

**EXECUTIVE SESSION**

Executive sessions are closed to the public.

The Board will consider a motion to convene an executive session pursuant to A.R.S. § 38-431.03(A)(1) and A.R.S. § 38-431.03(A)(4) for the following purpose:

1. CEO and General Manager’s Evaluation
2. CEO and General Manager’s Contract
3. CEO and General Manager Succession Plan Update

Following the conclusion of the Executive Session, the Board will reconvene the public meeting.

DISCUSSION / ACTION ITEMS:

16. CEO AND GENERAL MANAGER’S CONTRACT
- Scott Overton, Board Chair
The Board of Directors may take action regarding the terms of the General Manager’s Contract.

ITEMS FROM COMMITTEE AND STAFF:

17. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
   June/July/August Working Agenda - page 43
   Strategic Workplan - pages 44-45

The next TAC meeting will be June 7, 2018 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. June agenda items will include but not be limited to Budget Adoption, FTA Grants, 5339 Grant Application, Election of Officers, Meeting Calendar Review, Title VI, Bus Purchase, AECOM FY2019 Contract Update, Transportation Decision 2018 Update, Line of Credit, Personnel Policy Manual Update, General Liability Insurance Renewals, Fuel Contract Renewal, CEO Succession Plan Update and Office Remodel Construction Update. The June agenda will be available for review on NAIPTA’s website and at NAIPTA’s public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

The next Board meeting will be June 20, 2018 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. June agenda items will include but not be limited to the Budget Adoption, FTA Grants, 5339 Grant Application, Election of Officers, Meeting Calendar Review, Title VI, Bus Purchase, AECOM FY2019 Contract Update, Transportation Decision 2018 Update, Line of Credit, Personnel Policy Manual Update, General Liability Insurance Renewals, Fuel Contract Renewal, CEO Succession Plan Update and Office Remodel Construction Update. The June agenda will be available for review on NAIPTA’s website and at NAIPTA’s public posting places (listed on the
NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

18. ADJOURNMENT
The Board of Directors met in Regular Session on Wednesday, April 18, 2018 at 10:00 am in the NAIPTA VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board attended in person, by telephone or internet conferencing. The public was invited to observe and participate in the meeting at the address above.

BOARD MEMBERS PRESENT:
Scott Overton (Chair), City Council, City of Flagstaff;
Art Babbott (Vice Chair), Board of Supervisors, Coconino County;
Veronica Hipolito (Secretary), Dean of Students, CCC, designee;
Joanne Keene, Executive Vice President and Chief of Staff, NAU

*Three of our five Board member seats must be present to constitute a quorum.

**The City of Flagstaff holds two seats.

BOARD MEMBERS EXCUSED:
Matt Ryan, Board of Supervisors, Coconino County, alternate;
Eva Putzova, City Council, City of Flagstaff;
Jamie Whelan, Vice Mayor, City of Flagstaff, alternate;
Charlie Odegaard, City Council, City of Flagstaff, alternate;
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate;
Colleen Smith, President, CCC

NAIPTA STAFF IN ATTENDANCE:
Jeff Meilbeck, CEO and General Manager;
Erika Mazza, Deputy General Manager;
Jim Wagner, Operations Director;
Jacki Lenners, Marketing Manager;
Lauree Battice, Business Manager, left at approximately 11:50am;
Jon Matthies, IT Manager;
Kate Morley, Mobility Planner;
Rhonda Cashman, Clerk of the Board
GUESTS PRESENT:
Fred Solop, Ph.D., Globalocal Vision, left at approximately 11am;
Lucinda Andreani, Interim Deputy County Manager, Coconino County and NAIPTA TAC member, arrived at approximately 10:24am and left at approximately 11:30am.

1. CALL TO ORDER -Chair Overton called the meeting to order at 10:03am.

2. ROLL CALL AND INTRODUCTIONS

3. APPROVAL OF MINUTES 3/14/2018

Vice Chair Babbott moved to approve the March 14, 2018 minutes. Director Keene seconded. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

There were no members of the public present requesting to speak.

CONSENT ITEMS:

There were no items for the consent agenda.

DISCUSSION / ACTION ITEMS:

5. BUDGET MESSAGE FY2019
   -Jeff Meilbeck, CEO and General Manager

   The Board may provide direction, but there is no recommendation from staff at this time.

   Mr. Meilbeck recapped the information on operating and people in the staff report. There are no service changes planned until FY2020, but the budget is increasing by 6.4 percent. There are many factors: Health Insurance cost increase, fuel cost increase, Mountain Express service will be folded in, but Arizona Snowbowl still pays for the cost, and some version of a pay plan. The market study will be done in June and he will have a final recommendation then. There was a brief discussion about pay-for-performance increases. Vice Chair Babbott asked for all partner agencies to share information regarding their criteria for pay-for-performance increases. Under capital, Mr. Meilbeck reported there are funds set aside for the transit tax, General Manager recruitment, shelter improvements and carryover of grant funds for the relocation of the Downtown Connection Center (DCC), as well as the engineering and environmental studies for the Bus Rapid Transit (BRT) route. Chair Overton asked for an explanation on how the bus only lanes, to be done in conjunction with Mill Town, fit into the budget. Ms. Mazza explained the Council approved 3 out of the 4 segments of the proposed bus only lanes. One of the areas was too complicated related to the Burger King
property. The cost of the 2 bus pullouts the City was going to build will help offset the cost of the bus only lanes and bring our share of the cost down. Chair Overton commended the lining up of opportunities. It will be built better. This is good work. There was no further discussion.

6. TRANSPORTATION DECISION 2018/GLOBAL LOCAL VISION PRESENTATION
-Jeff Meilbeck, CEO and General Manager and Fred Solop, Ph.D.
The Board may provide direction, but there is no recommendation from staff at this time.

Dr. Fred Solop shared a PowerPoint presentation with the Board. He noted the methodology of the survey for registered likely voters. He reviewed the results.

Ms. Andreani entered the meeting at approximately 10:24am.

In summary, likely voters enjoy living in Flagstaff, Mountain Line received positive ratings, improving public transit ranked fourth in a list of five priorities that may be placed on the November 2018 ballot and Mountain Line service improvements are defined as medium to high priorities. Likely voters would support a one-tenth of a cent local sales tax to achieve those improvements, they are most persuaded to support a tax increase by appeals to relieve traffic congestion, leverage support from NAU and improve the quality of life of the community and the one negative message that resonated most is other priorities, such as education, should be funded first. The concept of Bus Rapid Transit (BRT) is familiar to about half of the respondents and just under half, based on what they know, thought the BRT would be an excellent or good program for Flagstaff. Surveys are an important tool for understanding voter attitudes, beliefs and preferences. Dr. Solop will be conducting a survey for the City regarding the transportation tax and one of the questions asked will be about support for a one-fifteenth of a cent sales tax for public transit. There was some discussion regarding the importance of the educational campaign messaging. Mr. Meilbeck stated the transit ballot question is intended to be a sales tax for 10 years, which needs to be clear going forward. Chair Overton noted City Council will review the potential ballot initiatives again on May 15th. On May 22nd, after reviewing the survey results, the City Council should take action. After a brief discussion about NAIPTA’s role, it was determined to continue the discussion on this item at the joint meeting with the TAC on May 16th.

Dr. Solop left the meeting at approximately 11am.

7. ADOPTION OF THE VANPOOL BUSINESS PLAN
-Kate Morley, Mobility Planner
Staff recommends the Board of Directors adopt the NAIPTA Vanpool Business Plan.

Ms. Morley reviewed a PowerPoint presentation with the Board addressing vanpool background, peer city review, comparison of business models and recommendations.
Ultimately, the AECOM consultants suggested continuing the program on a Turn-Key contract basis. Vice Chair Babbott asked at what point is the program discontinued if underperforming. Ms. Morley explained there are five vanpools in operation right now, two to Winslow, one to Tuba City, one to Tusayan and one to Camp Verde. All clients are very satisfied. At the public outreach meetings, lots of people are expressing need and interest. Vice Chair Babbott suggested looking at non-conventional methods if we continue to miss our mark. Ms. Morley shared information that the Community Transportation Association of America (CTAA) has an Enterprise contract for ride matching and it is free to members. Director Keene moved to adopt the Vanpool Business Plan as presented. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

8. OVERVIEW OF DOWNTOWN CONNECTION CENTER CONCEPTS
   -Erika Mazza, Deputy General Manager
   The Board may provide direction, but there is no recommendation from staff at this time.

Ms. Mazza reviewed a PowerPoint presentation with the Board. This item is in our workplan and it coincides with the 20-year capital plan. The 5-Year Plan was boiled down to the Transit Frequency Plan map. She noted that our consultant on the 5-Year Plan, Jarrett Walker and Associates, figured out NAIPTA is losing service hours by being in a mid-block location. AECOM, our current consultant, determined the best location to be along Beaver, south of the railroad tracks. A rendering was shown on screen. There is a potential bike and pedestrian overpass. NAIPTA has vetted with Rio de Flag. There is room for re-purposing some area as civic space. Phoenix Avenue would become more of a pedestrian, bike and transit way. There is a proposed link to the Flagstaff Urban Trail System. Another innovative idea proposed is a bidirectional contraflow lane for buses over the railroad tracks along Beaver Street for about a block and a half. NAIPTA has been presenting this concept to groups for feedback and support. Chair Overton stated this is bold and expensive. All local government agencies will need to be involved.

Ms. Andreani left the meeting at approximately 11:30am.

Director Keene suggested phasing the project. Ms. Mazza replied that the City owns most of the multiblock land and would probably determine what needs to be done first. Soon there will be increased congestion in the area when the HUB opens to residents. Vice Chair Babbott asked staff to be thinking about the fatal flaws. Ms. Mazza stated that the corridor would be open to more transportation options. Mr. Meilbeck offered to bring this item back for further discussion at the joint meeting with the TAC on May 16th.

9. U-PASS
   -Jeff Meilbeck, CEO and General Manager
Staff recommends the Board of Directors consider a partnership with Northern Arizona University (NAU) to provide a Universal Access Pass (U-PASS) for students, faculty and staff of NAU and Coconino Community College (CCC).

Mr. Meilbeck distributed a revised staff report with an updated recommendation: Staff recommends the Board of Directors approve drafting of a contract with Northern Arizona University (NAU) to provide a Universal Access Pass (U-PASS) for students, faculty and staff of NAU and Coconino Community College (CCC).

Mr. Meilbeck stated this item has been developing quickly over the last 2 days. This project exemplifies our guiding principle - collaborate to enhance service delivery. It is on our workplan to implement this program by December 2018. Staff has been great to work with. The UPass is a solution. It’s a more convenient option. It will increase ridership. NAIPTA ridership could increase to 3-4 million riders in the next few years, especially if we can expand the system and have the UPass in place. If NAIPTA can leverage the funds, we could build out the 5-Year Plan. This partnership between NAU and the City could be really big for NAIPTA. He noted a few specifics that would be part of a contract. He specifically asked for direction from the Board to develop a contract. He stated in the staff report that the contract be contingent on voter approval of the Transit Tax initiative. He reported this was not discussed with the TAC. The Board may or may not want to tie it to the ballot initiative. Chair Overton commented on this being fantastic work. He thinks the Council will be receptive. With NAU and the developers’ commitment to using transit, this will change the dynamic of how to message the initiative to the voters. He recognized this is a heavy lift for the President’s Office. It will also benefit Coconino Community College (CCC). Both Mr. Meilbeck and Director Keene concurred, if the new contract is contingent and a piece fails, NAU and NAIPTA can continue under their current contract. Director Keene stated NAU and NAIPTA staff have been meeting regularly and the President is invested. Chair Overton supported moving forward to draft a contract. Secretary Hipolito commented that access to the Mountain Line system has been important to CCC students. Lots of CCC students transfer to NAU and they will know the system. She believes it will help with congestion. Vice Chair Babbott stated there is great vision behind it. Mr. Meilbeck noted more can be done as partners, than alone.

Ms. Battice left the meeting at approximately 11:50am.

Vice Chair Babbott noted the equity of impact matters and it is worth asking the questions. Think about how the message will interpreted regarding students benefit. Secretary Hipolito recommended to make clear the public is not paying for the UPass program. Mr. Meilbeck reiterated the survey results show value in partnering with NAU. The consensus was to proceed with drafting a contract.
PROGRESS REPORTS:

11. CEO AND GENERAL MANAGER EVALUATION UPDATE
    -Scott Overton, Board Chair

    Chair Overton reported staff has prepared the CEO/General Manager evaluation survey results. There will be an Executive Session in May for discussion purposes.

12. CEO AND GENERAL MANAGER SUCCESSION PLAN UPDATE
    -Scott Overton, Board Chair

    Chair Overton reported he and Secretary Hipolito have been talking with Ms. Lancaster. He has also talked to Mr. Boylan regarding the timing of the recruitment interviews. He mentioned the concerns about interviews falling over Council, Board of Supervisors and NAIPTA recess periods in July and August. He was told the consultants will work around it.

16. SUMMARY OF CURRENT EVENTS
    -Jeff Meilbeck, CEO and General Manager

    Chair Overton stated he went to the AzTA Awards Luncheon in Tucson where Mr. Meilbeck was honored as the Transit Individual of the Year. He was glad to support staff in this way.

    Mr. Meilbeck thanked staff, the Board and TAC, and the community for the recognition.

    Mr. Meilbeck reported the Council approved bus only lanes on Beulah last night. A PowerPoint slide of Flagstaff’s new Bike Share Program was shown on screen. The bikes fit on the buses.

ITEMS FROM COMMITTEE AND STAFF:

Chair Overton reminded everyone about the joint meeting on May 16th and asked for approximately 20 minutes to be set aside for the executive session.

17. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
    May/June Working Agenda
    Strategic Workplan

    The next meeting will be the Board and TAC Joint meeting on Wednesday, May 16, 2018 and will be a WebEx meeting based in Flagstaff in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. Parking will be at the main office, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public is invited to attend. Lunch will be provided for members and staff attending in person. May agenda items will include but not be limited to the Budget Presentation, CEO and General Manager Succession Plan Update, Bus Purchase, 5339 Grant Application, Review of the
Strategic Workplan, Equal Employment Opportunity (EEO) Program, Workforce Utilization Report, Transportation Decision 2018, Quarterly Performance Report and an Executive Session for the CEO and General Manager Evaluation/Pay Adjustment. The May agenda will be available for review on NAIPTA’s website and at NAIPTA’s public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

18. **ADJOURNMENT**

-Chair Overton adjourned the meeting at 11:59am.

Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board
DATE PREPARED: April 26, 2018

MEETING DATE: May 16, 2018

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: FY2019 Proposed Budget Review

RECOMMENDATION:

This item is for discussion only. Board of Directors may wish to provide staff direction on budget and budget items prior to presentation in June for adoption.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:
- Strive for continuous improvement in all we do
- Be trustworthy and dependable

BACKGROUND:

As per the Master IGA signed by member agencies, NAIPTA is responsible for managing specific transit operations within the NAIPTA region and all future transit operations that NAIPTA members may choose to establish. Specifically, Section 9.3 of the Master IGA identifies provisions for the establishment of a Public Transportation Authority Fund. NAIPTA has financial responsibility for managing various transit funding sources including member agency appropriations to NAIPTA, fare box return, state grants, federal grants and other miscellaneous sources.

NAIPTA, as an entity has no taxing ability and budgets are adopted annually by each member agency. As such, no later than June 30th of each year, NAIPTA is required under Master IGA Section 9.4 to hold a public hearing and adopt and submit an annual budget to the governing bodies of each of the NAIPTA member agencies. NAIPTA staff has been working with the financial managers of member agencies for several months and budgets have been submitted through member agency’s individual budget processes. Nevertheless, NAIPTA must formally adopt and submit these budgets by action of the Board of Directors.

Revenues:
- Fares and service generated fees are budgeted to be $909,142 for operating Mountain Line and Mountain Lift programs, including $44,000 from Arizona Snowbowl.
- Advertising and NAIPTA fees are budgeted to be $102,500. These funds will be used to offset advertising program cost and excess funds will be deposited to the general fund.
- City of Flagstaff has been asked to approve a budget of $6,572,089 for the Mountain Line and Mountain Lift programs, included within these programs are Planning Services and the City Taxi Voucher program. $4,487,430 will be used for operating and $2,084,659 will be used for capital
programs. This capital budget includes carryforward of $981,921 for planning programs, bus stop amenities, administrative building remodel, downtown connection center study, and bus rapid transit environmental/feasibility study.

- Coconino County has been asked to approve a budget of $32,470 for the Coconino County Taxi Voucher and Vanpool programs. The funding will be used to match Section 5310 and Section 5311 federal funds applied for but not yet awarded by Arizona Department of Transportation for the operation of these programs.
- Northern Arizona University has been asked to approve a budget of $520,372 for the Mountain Link program. The funding is requested in lieu of fares from NAU students and will be used for operation services.
- City of Winslow has been asked to approve a budget of $10,000, to match federal funding for startup cost of City of Winslow transit services. This funding request is as reflected in the IGA between Winslow and NAIPTA, and as reflected in the award from the Arizona Department of Transportation.
- NAIPTA General Fund of $78,473 for one-time cost associated with the change in General Manager contract.
- Federal Transit Administration Section 5307 funding of $2,421,966 is budgeted with $2,340,660 for operating and $81,306 for capital programs.
- Federal Transit Administration Section 5339 funding of $5,900,484 is budgeted for capital programs.
- Arizona Department of Transportation Section 5310 funding of $159,726 is budgeted for operating. Note: These funds are budgeted conservatively based on prior year awards but have applied for an additional $100,000 in operating assistance.
- Arizona Department of Transportation Section 5311 funding of $364,879 is budgeted for operation of vanpools and Mountain Express as well as completion of several planning projects and studies.
- Arizona Department of Transportation Section 5304 funding of $100,000 is budgeted for capital programs.

Operating:
The FY2019 operating budget includes an overall increase of $515,901 or 6.4% for a total operating budget of $8,635,873. The increase is related to the following changes:

- Health insurance costs are increasing by 9.5% or approximately $64,000;
- Wages costs related to changes in employees and policies in FY2018 are an increase of $27,000;
- This budget includes a placeholder of $302,923 for potential wages changes;
- Fuel, oil, and related taxes are increasing by 9% or approximately $47,000;
- Addition of Mountain Express, and a doubling of service, resulted in an increase of $88,000; and
- Other changes are absorbed in program savings with a net savings of $10,000.

Capital:
The FY2019 capital budget is $8,409,254 and includes the following items:

- CEO Succession Plan (locally funded);
- Transit Tax Initiative education (locally funded);
Various and ongoing planning initiatives: US 180, 1st and Last Mile, Private Partnerships, Transit Oriented Design, Winslow Transit Services, and Capital Project Management (80% federally funded);

Bus Stop Amenities project and rehabilitation and maintenance of various stops (65% federally funded);

Main Office Remodel is partially carried forward from FY2018 (80% federally funded).

Environmental study and preliminary engineering for bus rapid transit project is partially carried forward from FY2018 (80% federally funded);

Feasibility and preliminary design project for a downtown connection center, including a portion of carryforward (80% federally funded);

Kaspar – Route 66 Intersection design and engineering (80% federally funded); and

Maintenance funds for information technology (computers, servers), facilities, and fleet (locally funded).

People:
The FY2019 salary and employee related expenses budget are included in the FY2019 Operating budget increase, previously discussed, and assume the following:

- Any combination of the following options, pending completion of a compensation study in early June:
  - a 1% Cost of Living Adjustment for all positions effective July 1, 2018;
  - a maximum of 3% for our merit-based pay plan that provides high performing employees the opportunity to earn an increase on their anniversary date;
  - a compensation study for positions identified as being below market; and/or
  - an increase to NAIPTA provided share of dependent care cost.

- Employee related expenses vary depending on the employees elected coverages and plans but the table below summarizes NAIPTA’s maximum cost. NAIPTA’s programs are described on the attached, with cost calculated as percentage or wage paid or per month as follows:

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Fund Balance and Financial Projections:
The proposed budget is in line with NAIPTA’s overall financial projections for the City of Flagstaff. The financial plan, with this proposed budget and ongoing cost associated with implementation of programs, as discussed, maintains a fund balance of greater than 10%, as set in NAIPTA’s financial management policy and as required by the City of Flagstaff. Per the trend line graph attached, at the end of the 10-year financial plan in 2028, NAIPTA will have a fund balance of $3.7 million. This financial projection does assume:
No service increases after FY2018;
Capital replacement of vehicles will continue to receive 80% federal funds; and,
The Transit Tax remains flat at the rate approved in 2018, thru 2030.

City of Flagstaff and Coconino County have indicated approval of our budget requests at the respective management levels and the next steps are for respective Boards and Councils to review and adopt. Approval from City of Winslow is still pending. If any agency does not adopt the proposed budget or federal funds are not awarded as budgeted, staff are prepared to scale back service increases and delay capital projects for future years when funding is available.

**FISCAL IMPACT:**

There is no fiscal impact in adoption of the budget however adoption of the budget does set limits on expenditures for the coming fiscal year. If a transit ballot question is sent to voters in November 2018 and approved, NAIPTA will begin service expansions 8 months later, in FY 2020. In other words, the ballot question will not have an impact on the FY 2019 budget.

**SUBMITTED BY:**
Heather Dalmolin
Administrative Director

**APPROVED BY:**
Jeff Meilbeck
CEO and General Manager

**ATTACHMENTS:**
1) Detailed Line by Line Proposed FY2019 Budget -pages 17-23
2) Description of Benefit Programs -page 24
3) City of Flagstaff Transit Tax Fund Balance -page 25
## NAIPTA FY2019 DRAFT BUDGET

**Proposed May 16, 2018**

### Program Hours
- **NAIPTA** 83,311
- Program Percentage (Direct S & B) 100%
- Program Percentage (Rev Hrs) 100%

### Revenues

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**Total Revenues Subtotal**

- $17,137,628
- $180,973
- $1,251,419
- $139,788
- $14,317,324
- $493,675
- $64,250
- $88,000
- $40,100
- $62,099
- $50,000

### Allocated Management Costs S & B

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<td>$74,104</td>
<td>$12,351</td>
<td>$496,331</td>
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<td>$74,104</td>
<td>$12,351</td>
<td>$496,331</td>
<td>$67,565</td>
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**Total Allocated Management Costs Subtotal**

- $970,841
- $78,473
- $97,829
- $16,305
- $680,531
- $91,410
- $1,850
- $2,350
- $6,294
- $12,420

**Cost Per Service Hour**

- $11,65
- $9,01
- $11,75

---

**Prepared by:** Heather Dalmolin  
**Pages 17 of 45**
# NAIPTA FY2019 DRAFT BUDGET
## Proposed May 16, 2018

### Program Hours
- NAIPTA: 83,311
- Program Percentage (Direct S & B): 100%
- Program Percentage (Rev Hrs): 100%

### Planning
- City of Flagstaff: 75,534
- Snowbowl: 7,777
- Coconino County: 91%
- Winslow: 9%

### Program Hours Distribution
- Mobility Management: 83,311
- Fixed Route: 100%
- Demand Response: 88%
- Taxi Voucher Program: 11%
- Mtn Express: 1%

### Direct Operations Costs S & B

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<tr>
<th>Description</th>
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<th>Demand Response</th>
<th>Taxi Voucher Program</th>
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### Cost Per Service Hour
- Fixed Route: $63.69
- Demand Response: $57.68
- Taxi Voucher Program: $83.04

### Indirect Costs - Services

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<th>Mtn Express</th>
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### Cost Per Service Hour
- Fixed Route: $4.04
- Demand Response: $3.97
- Taxi Voucher Program: $4.68

### Indirect Costs - Facilities

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Prepared by: Heather Dalmolin
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Prepared by: Heather Dalmolin
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<td>$1,300</td>
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<td>Fuel NRV - Ops</td>
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<td>Fuel - Fac</td>
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## NAIPTA FY2019 DRAFT BUDGET
### Proposed May 16, 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>NAIPTA</th>
<th>Planning</th>
<th>Planning</th>
<th>City of Flagstaff</th>
<th>Snowbowl</th>
<th>Coconino County</th>
<th>Winslow</th>
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<tbody>
<tr>
<td></td>
<td>Program Hours</td>
<td>Program Percentage (Direct S &amp; B)</td>
<td>Program Percentage (Rev Hrs)</td>
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<td>Travel &amp; Training - Admin</td>
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<td>Travel &amp; Training - Admin</td>
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<td>$7,559</td>
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<td>$-</td>
<td>$-</td>
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<tr>
<td>Travel &amp; Training - Vanpool</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
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<td>Travel &amp; Training - IT</td>
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<td>$1,620</td>
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**Prepared by:** Heather Dalmolin

---

### NAIPTA Planning
**Snowbowl**
- Program Hours: 83,311
- Program Percentage (Direct S & B): 100%
- Program Percentage (Rev Hrs): 100%

### City of Flagstaff
- Program Hours: 75,534
- Program Percentage (Direct S & B): 91%
- Program Percentage (Rev Hrs): 11%

### Coconino County
- Program Percentage (Direct S & B): 0%
- Program Percentage (Rev Hrs): 1%

### Winslow
- Program Percentage (Direct S & B): 0%
- Program Percentage (Rev Hrs): 0%

### Tools Allowance - VM
- $2,400

### Uniforms - Ops
- $21,530
- $18,731
- $2,799

### Uniforms - Fleet
- $6,675
- $5,957
- $719

### Uniforms - Fac
- $5,100
- $5,100

### Supplies - Safety
- $2,185
- $2,000
- $185

### Out Repair Fleet NonRev VM
- $1,000
- $1,000

### Trophies & Prizes - Ops
- $2,000
- $1,783
- $217

### Food and Beverage - Safety
- $600
- $535
- $65

### Janitorial Supplies - Fac
- $5,000
- $4,459
- $541

### Education Supplies - Safety
- $9,900
- $8,828
- $1,072

### Software/Hardware Maint - VM
- $3,000
- $2,300
- $700

### Wireless Comm - Ops
- $16,500
- $16,500
- $-

### Wireless Comm - Flt
- $16,500
- $14,685
- $1,815

### Bldg Security/Monitor - Fac
- $2,600
- $2,318
- $282

### Bus Stop Maint - Fac
- $18,000
- $18,000

### Route Realignment Materials-Fac
- $2,500
- $2,500

### Prof. Svc - Operations
- $3,500
- $3,500

### Prof. Svc - Systems Maint-Ops
- $41,671
- $24,459
- $17,212

### Prof. Svc Sec Patrol-Safety
- $13,000
- $13,000

### Taxi Voucher Program - Ops
- $104,000
- $- $64,000 $40,000

### Service Contract
- $54,555
- $54,555

---

**Fixed Route Management**

**Demand Response**

**Tax Voucher Program**

- Mtn Express
- Taxi Voucher Program
- Vanpool Program
- Planning
<table>
<thead>
<tr>
<th>Description</th>
<th>Mobility Management</th>
<th>Fixed Route</th>
<th>Demand Response</th>
<th>Tax Voucher Program</th>
<th>Mtn Express</th>
<th>Taxi Voucher Program</th>
<th>Vanpool Program</th>
<th>Planning</th>
</tr>
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<tbody>
<tr>
<td>Travel &amp; Training - Mkt</td>
<td>$ 3,000</td>
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<td>Travel &amp; Training - Safety</td>
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<td>Total Travel Expenses</td>
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<td>$ 10,991</td>
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<td>$ 13,708</td>
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<td>Cost Per Service Hour</td>
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</table>

### Total Admin/Indirect Costs

- **Sub Total Salaries and Benefits**: $ 970,841
- **Sub Total Operating Costs**: $ 435,945

### Total Administrative Cost

- **Total Administrative Cost**: $ 1,406,786
- **Cost Per Service Hour**: $ 16.89

### Total Operating/Direct Costs

- **Sub Total Salaries and Benefits**: $ 5,305,672
- **Sub Total Operating Costs**: $ 1,923,415

### Total Operating Cost

- **Total Operating Cost**: $ 7,229,087
- **Cost Per Service Hour**: $ 86.77

### Total Program Cost

- **Total Program Cost**: $ 8,635,873

### Direct Cost - Capital

- **Shelter Maint/Improv**: $ -
- **Planning**: $ 45,000
- **Planning**: $ 696,643
- **Planning - First/Last Mile**: $ 135,003
- **Planning - US180**: $ 106,003
- **Planning**: $ 50,000
- **Transit Tax**: $ 150,000

### Subtotal Operating Capital

- **Subtotal Operating Capital**: $ 1,182,649

### Shelters - Facilities

- **Shelters - Facilities**: $ 751,000

### IT Replacement Fund

- **IT Replacement Fund**: $ 20,000
## NAIPTA FY2019 DRAFT BUDGET

**Proposed May 16, 2018**

<table>
<thead>
<tr>
<th>Description</th>
<th>Mobility Management</th>
<th>Fixed Route</th>
<th>Demand Response</th>
<th>Taxi Voucher Program</th>
<th>Mtn Express</th>
<th>Taxi Voucher Program</th>
<th>Vanpool Program</th>
<th>Planning</th>
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<tr>
<td>Vehicles - Passenger - Fleet</td>
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<td>Vehicles - Other - Fleet</td>
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<td>Facility Rehab Maint Fund</td>
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<td>Construction in Progress, DCC</td>
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<td><strong>Total Budget</strong></td>
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<td><strong>$64,250</strong></td>
<td><strong>$88,000</strong></td>
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**Program Hours**
- NAIPTA: 83,311
- City of Flagstaff: 75,534
- Snowbowl: 7,777
- Coconino County: 0
- Winslow: 1%

**Program Percentage (Direct S & B)**
- 100%
- 100%
- 100%
- 100%
- 100%

**Program Percentage (Rev Hrs)**
- 100%
- 91%
- 9%
- 0%
- 0%

Prepared by: Heather Dalmolin
DESCRIPTION OF BENEFIT PROGRAMS

ASRS: All employees that are full time or that are scheduled to work more than 20 hours a week are enrolled in ASRS and ASRS Accidental Death and Long Term Disability plans. NAIPTA and employees contribute matching amounts into the employees account.

Health: Employees are offered option of 3 plans with 3 tiers through the Northern Arizona Public Employee Benefit Trust (NAPEBT). All regular employees in full time positions, at 30 hours or more, must enroll in health insurance unless they can provide proof of other coverage. All employees are offered a Wellness Program to increase their savings on insurance cost.

- The 3 plans are: Base plan with $1,000 deductible, Buy Up plan with $750 deductible, and High Deductible Health Plan (HDHP) with $1,750 Deductible. The HDHP plan is accompanied by a Health Savings Account (HSA).
- The employees can also choose to have only employee coverage, employee plus one family member (spouse or child), or employee plus family.
- For all Wellness Program participants, NAIPTA pays 100% of employee only coverage for Base plan and 100% of HDHP with a deposit to the HSA. An employee electing the Buy Up plan will pay the difference in cost between Base and Buy Up plans. Employees not participating in Wellness Programs experience additional cost for the Buy Up, Base Plan or less contribution to HSA for the HDHP.
- NAIPTA shares in additional cost for family plans. NAIPTA pays between 40% and 67% of family cost depending on plan elected by employee. The rates above are fixed no matter plan choice.

Dental: Employees are offered 1 plan option with 3 tiers through the Northern Arizona Public Employee Benefit Trust (NAPEBT). Employees can waive dental coverage.

- The employees can choose to have only employee coverage, employee plus one family member (spouse or child), or employee plus family.
- NAIPTA pays 100% of employee only coverage and employees are responsible for additional cost of family coverage, if elected.

Vision: Employees are offered 2 plan options with 3 tiers through the Northern Arizona Public Employee Benefit Trust (NAPEBT). Employees can waive vision coverage.

- The 2 plans are: Base Plan (exams only) and Buy Up (comprehensive) coverage.
- The employees can also choose to have only employee coverage, employee plus one family member (spouse or child), or employee plus family.
- NAIPTA pays 100% of employee only coverage for the Base plan and employees are responsible for 100% of additional cost of family coverage or Buy Up plans.

Life: Employees receive a $40,000 life insurance policy that is 100% paid for by NAIPTA. Employees can buy additional coverage for self, spouse, and children at 100% cost to the employee. Life Insurance plans are portable if employees wish to continue the plan after leaving their role at NAIPTA.

There are additional elected benefits NAIPTA employees can select. The employee is responsible for 100% of the cost: Flexible Spending Account (FSA), Deferred Compensation, Short Term Disability Insurance, Accidental Insurance, and Cancer Insurance.
Assumptions:

- City of Flagstaff Tax remains flat thru 2030
- Federal funding FY2018 and FY2019 maintained at FY2018 appropriation for 5307 and Small Transit Intensive Cities (STIC)
- Federal funding FY2020 and beyond maintained at FY2018 appropriation (5307) and reflect increase in Small Transit Intensive Cities (STIC) of 30%
- Federal funding for capital projects is projected to be 80% of vehicle replacement needs, in year of replacement
- Vehicles are projected to be replaced at 15 years instead of 12 years
- Operating Cost: FY17 actual, FY18 projected, FY2019 proposed budget, and future increase by 2% annually
- Operating at FY2018 Service Implementation thru 2030
- Pay plan is averaged at 3% annually thru FY2021
- Cash Reserves are set aside annually to offset future year cost increases (FY2022 thru FY2027)

<table>
<thead>
<tr>
<th></th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>FY 2023</th>
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<th>FY 2025</th>
<th>FY 2026</th>
<th>FY 2027</th>
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City of Flagstaff Fund Balance
Baseline Scenario

- Fund Balance
- 10% fund balance

FY 2017 FY 2018 FY 2019 FY 2020 FY 2021 FY 2022 FY 2023 FY 2024 FY 2025 FY 2026 FY 2027 FY 2028
DATE PREPARED: May 8, 2018

DATE: May 16, 2018

TO: Honorable Chairman and Members of the Board

FROM: Jeff Meilbeck, CEO and General Manager

SUBJECT: Transportation Decision 2018 and Transit Frequency Plan

RECOMMENDATION:

The Board may provide direction, but there is no recommendation from staff at this time.

RELATED STRATEGIC WORKPLAN OBJECTIVE

1. NAIPTA will engage actively in the Transportation Decision 2018 process and will begin by making a case to the Citizens Transportation Tax Commission (CTTC) and Flagstaff City Council for an approximate 1/10 cent transit increase. NAIPTA will fully support the effort regardless of whether the initiative ultimately includes transit funding.

5. NAIPTA will answer the question, “how and when would Mountain Line service improve with increased funding” by developing a specific prioritization and timeframe for launching frequency and span of service increases in time for Transportation Decision 2018 voter education.

RELATED GUIDING PRINCIPLE:

- Collaborate to enhance service delivery
- View risks as opportunities

BACKGROUND:

Staff are participating actively in the Transportation Decision 2018 process and will provide an update at the NAIPTA Board meeting. The City Council will be considering this item again on May 22nd and possibly making a decision on what ballot question(s), if any, will be sent to voters in November 2018.

NAIPTA enjoys a high level of specificity regarding what would be offered to voters in a potential ballot question. NAIPTA staff have completed considerable preliminary work and the NAIPTA Board has provided clear direction. For example, a 5 Year Transit Plan that was adopted by the NAIPTA Board in December 2017, two random sample surveys of likely registered voters were completed, and a Citizen Transportation Tax Commission recommended a .0015 cent increase be sent to voters in November.

The purpose of the May 16th discussion is threefold:

1) To inform the Board and TAC what services NAIPTA will provide with additional funding;
2) To discuss NAIPTA’s role, if any, in making a recommendation or request to Flagstaff City Council.
3) To provide an update on the pending public education effort.
TAC DISCUSSION:

The TAC meeting was not held on May 3rd.

FISCAL IMPACT:

A .0015 transit tax increase would generate approximately $2.7 million per year in additional transit funding and NAIPTA’s 5 Year Plan estimates increased operating costs of $2.9 million. Staff believe that through grant writing, continued sound fiscal management, partnerships, and minor adjustments to service, the vast majority if not all of the 5 Year Plan can be delivered.

SUBMITTED BY:

______________________________
Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

None.
DATE PREPARED: May 4, 2018

DATE: May 16, 2018

TO: Honorable Chairman and Members of the Board

FROM: Erika Mazza, Deputy General Manager

SUBJECT: Downtown Connection Center

RECOMMENDATION:

Staff Recommends the Board of Directors provide direction to Staff on how best to continue developing the Downtown Connection Center area concept.

RELATED STRATEGIC WORKPLAN OBJECTIVE

2. NAIPTA will complete its analysis and recommend a location for a Downtown Connection Center and will work with the City and County to procure ownership or access to the chosen property by December 2018.

RELATED GUIDING PRINCIPLE:

- Show initiative, imagination and creativity
- Collaborate to enhance service delivery
- Strive for continuous improvements in all we do

BACKGROUND:

Staff presented the renderings to the NAIPTA TAC and Board of Directors during their April 2018 meetings. There was consensus to keep moving forward with the development of concept plans and working with the public on visioning, programming, timing, and resource loading. This is a next step that is desired by many key stakeholders in the community, but first Staff wanted to confirm with the NAIPTA Board, through a Risk Analysis, that we are to continue this track.

Considerations:

- This project would be misunderstood by voters this fall based on design elements.
- The project confuses the transit message, will it take away from the increased frequency and longer span of service opportunities.
- Is the timing right for this project? Is the development of the Rio de Flag far enough along?
- Does the community see NAIPTA as a leader and stakeholder in visioning the downtown?
- Is funding available to make this project a reality? NAIPTA has funding from ADOT to design, purchase, and construct a new Downtown Connection Center and associated Right of Way. Do the partners have their funding secured?
TAC DISCUSSION:

The TAC meeting was not held on May 3rd.

FISCAL IMPACT:

NAIPTA has the necessary funds secured to develop concept plans and work with the community. This project is identified in the FY2018 and FY2019 budgets.

SUBMITTED BY:

___________________________
Erika Mazza
Deputy General Manager

___________________________
Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

None.
DATE PREPARED: May 7, 2018
DATE: May 16, 2018
TO: Honorable Chairman and Members of the Board
FROM: Jeff Meilbeck, CEO and General Manager
SUBJECT: U-PASS IGA between NAU, City and NAIPTA

RECOMMENDATION:

Staff recommends the Board of Directors approve an IGA with Northern Arizona University (NAU) to provide a Universal Access Pass (U-PASS) for students, faculty and staff of NAU and Coconino Community College (CCC).

RELATED STRATEGIC WORKPLAN OBJECTIVE

3. NAIPTA will develop and implement a higher education bulk rate discount pass program (U-Pass) with NAU and CCC that provides students with fare-free access to the entire Mountain Line network by December 2018.

RELATED GUIDING PRINCIPLE:

❖ Collaborate to enhance service delivery

BACKGROUND:

The UPASS program has an established track record at University communities throughout the nation, and NAIPTA has been working with NAU and CCC for many years to try and establish one. A UPASS provides “free” access to the entire Mountain Line bus system to anyone with an NAU or CCC ID. For example, by providing a UPASS to all students, faculty and staff, a Mountain Line bus can be taken anywhere in town without paying a cash fare. This is because the fare is paid in a deeply discounted lump sum for all students, faculty and staff rather than each person buying a ticket individually.

A UPASS program will make the Mountain Line system more convenient, will increase ridership, and will play a part in reducing automobile congestion. The more people we can move by bus, the less people we have to move by car. For example, communities have shown an increase in ridership ranging from 50% to 200% after the introduction of a UPASS. For Mountain Line, assuming a 50% increase, ridership would exceed 3,000,000 annual trips.
By partnering with NAU on a UPASS, both the City of Flagstaff and NAU can leverage their resources to have a greater transit impact. Working in collaboration, the City, NAU and NAIPTA can move more people, more often, with greater convenience and financial efficiency. For example, if the City of Flagstaff generates an additional $2.7 million annually and NAU provides $1 million towards a U-PASS, NAIPTA will be able to build out its 5 Year transit plan as adopted by the NAIPTA Board in December 2017. Working together, NAU and the City can provide more service and incent more ridership than either organization would be able to provide on their own.

CONSIDERATIONS:

NAIPTA already operates under an IGA between the City of Flagstaff, NAU and NAIPTA for operation of Route 10 which connects downtown Flagstaff to Woodlands Village via the NAU campus. The attached IGA is an amended version of the existing IGA with the following parameters:

- The new contract replaces all current agreements. NAU would pay NAIPTA $1,000,000 total per year for unlimited access to Mountain Line routes for students, faculty and staff.
- Contract term would be 10 years and the contract amount would increase by $50,000 per year.
- The contract would be contingent on the Flagstaff City Council sending a transit tax ballot question to voters and the voters approving the transit tax increase in November 2018.
- NAIPTA would provide annual passes to all students, faculty and staff of NAU.
- NAIPTA will provide at least 20,000 more annual bus hours by June 30, 2020. This service will provide a bus every 15 to 20 minutes on most routes during business hours and every 30 minutes nights and weekends. Additionally, NAIPTA will provide a bus every 10 minutes on Route 10 and will extend hours until 1:00 AM on Friday and Saturday nights when NAU is in session.

TAC DISCUSSION:

The TAC meeting was not held on May 3rd.

FISCAL IMPACT:

This proposal is consistent with NAIPTA’s 5 Year Plan and will allow NAIPTA to build out the 5 Year Plan in a financially sustainable manner.
ALTERNATIVES

1) Approve the amended IGA and forward it to the City of Flagstaff and NAU for consideration (Recommended).
2) Do not approve the amended IGA and continue to operate under the existing agreement. This alternative would not provide additional funding for the Mountain Line system and would not provide a UPASS for all students, faculty and staff of NAU and CCC.

SUBMITTED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1) U-PASS IGA -Pending
DATE PREPARED: May 7, 2018

DATE: May 16, 2018

TO: Honorable Chairman and Members of the Board

FROM: Jeff Meilbeck, CEO and General Manager

SUBJECT: NAU Partnership Exploration

RECOMMENDATION:

Staff request direction from the Board to continue working with NAU, CCC and FUSD on an operator training program.

RELATED STRATEGIC WORKPLAN OBJECTIVE

4. NAIPTA will continue to work with NAU on partnership related to fleet maintenance, operator training and interlining routes through the 18 month period.

RELATED GUIDING PRINCIPLE:

- Collaborate to enhance service delivery

BACKGROUND:

Staff at NAU, NAIPTA and CCC have worked together on this item and have made some clear decisions.

- Fleet Maintenance does not seem to be an appropriate item for further collaboration at this time. NAIPTA’s resources are limited, the travel distances are significant, and NAU is getting its needs met affordably and dependably currently. There may be opportunity for collaboration in the future, and staff will continue to consider possibilities as time goes on but see no actionable steps in FY 2019.

- Operator Training continues to be explored. The goal is to be able to train staff and allow staff to move between organizations as needed. There is also possibility of sharing CDL testing facilities and training staff. NAIPTA met with CCC to discuss the possibility of a training program that would allow NAU, FUSD, NAIPTA and potentially the City of Flagstaff to develop a CDL training program and a pool of applicants who could move between job opportunities. This idea continues to be explored and will be developed more fully in FY 2019.

- Interlining routes seems to be an idea whose time has not yet come. Conceptually, interlining routes results in less transfers between routes; in other words, passengers do not have to get off one bus and on another. Interlining is accomplished by running a single bus on 2 routes. For example, Mountain Line Route 3 might come in from the Flagstaff Mall and then “change names” and serve as the Louie line on campus. Although the seamlessness is attractive, a number of
logistical issues are created including staff training, marketing and supervision. The staff team concluded that this idea bears more consideration in the future, but that there are no actionable steps in FY 2019.

**TAC DISCUSSION:**

The TAC meeting was not held on May 3rd.

**FISCAL IMPACT:**

**SUBMITTED BY:**

Jeff Meilbeck
CEO and General Manager

**ATTACHMENTS:**

None.
DATE PREPARED: May 4, 2018

DATE: May 16, 2018

TO: Honorable Chairman and Members of the Board

FROM: Erika Mazza, Deputy General Manager

SUBJECT: Transit Guidelines

RECOMMENDATION:

The Board may provide direction, but there is no recommendation from staff at this time.

RELATED STRATEGIC WORKPLAN OBJECTIVE

6. NAIPTA will work with the City to develop transit-oriented Street and Design Standards, Development Criteria and the Traffic Impact Analysis methodology so that transit access and circulation requirements are addressed throughout the City's design and development review processes.

RELATED GUIDING PRINCIPLE:

- Show initiative, imagination and creativity
- Collaborate to enhance service delivery
- Strive for continuous improvements in all we do

BACKGROUND:

NAIPTA Staff have been conducting peer review and research on Transit Design Standards and Development Criteria best practices from other transit agencies/communities and have met internally to develop a specific Project Management approach. During the past six months, NAIPTA staff have met with the Northcentral Arizona Department of Transportation (ADOT), City of Flagstaff’s Current and Long-Range Planning, and Capital and Development Engineering groups to identify circulation, design, and transit capacity requirements. Stakeholder meetings will be forthcoming with the full project kick-off later in May.

Additionally, the Flagstaff Metropolitan Planning Organization (FMPO) received a grant from ADOT for transit assignment modeling that will allow for transit to become a part of the City’s Traffic Impact Analysis methodology. This work should kick off this summer and NAIPTA has a staff person dedicated to assisting the FMPO on this effort.

TAC DISCUSSION:

The TAC meeting was not held on May 3rd.
FISCAL IMPACT:

NAIPTA received a first mile/last mile grant award from the Arizona Department of Transportation (ADOT). Through this grant, Staff has the necessary funds to complete the Transit Guidelines and Design Standards project with outside technical assistance. This project is a part of the draft FY2019 budget.

SUBMITTED BY:

___________________________
Erika Mazza
Deputy General Manager

___________________________
Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

None.
DATE PREPARED: May 3, 2018

DATE: May 16, 2018

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director.

SUBJECT: Coordination of Procurement Activities

RECOMMENDATION:

The Board may provide direction, but there is no recommendation from staff at this time.

RELATED STRATEGIC WORKPLAN OBJECTIVE

7. NAIPTA will work with other agencies to coordinate procurement of materials and services e.g., fuel, insurance and internet, to achieve economies of scale wherever possible.

RELATED GUIDING PRINCIPLE:

- Collaborate to enhance service delivery
- Strive for continuous improvement in all we do

BACKGROUND:

Staff will provide an update at the meeting.

TAC DISCUSSION:

The TAC meeting was not held on May 3rd.

FISCAL IMPACT:

SUBMITTED BY: APPROVED BY:

____________________  __________________________
Heather Dalmolin        Jeff Meilbeck
Administrative Director  CEO and General Manager

ATTACHMENTS:

None.
DATE PREPARED: May 7, 2018

DATE: May 16, 2018

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director.

SUBJECT: Fare Strategy, Revenue Generation and Pass Distribution Plan

RECOMMENDATION:

The Board may provide direction, but there is no recommendation from staff at this time.

RELATED STRATEGIC WORKPLAN OBJECTIVE

8. NAIPTA will develop a fare strategy, revenue generation, and pass distribution plan that results in increased ridership and increased fare-box return.

RELATED GUIDING PRINCIPLE:

- Collaborate to enhance service delivery
- Strive for continuous improvement in all we do

BACKGROUND:

Staff will provide an update at the meeting.

TAC DISCUSSION:

The TAC meeting was not held on May 3rd.

FISCAL IMPACT:

SUBMITTED BY: Heather Dalmolin
Administrative Director

APPROVED BY: Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

None.
DATE PREPARED: May 4, 2018

DATE: May 16, 2018

TO: Honorable Chairman and Members of the Board

FROM: Anne Dunno, Capital Project Manager

SUBJECT: FUSD & Charter School Service Strategies Exploration

RECOMMENDATION:

The Board may provide direction, but there is no recommendation from staff at this time.

RELATED STRATEGIC WORKPLAN OBJECTIVE

9. NAIPTA will work with the Flagstaff Unified School District (FUSD) and Charter Schools to develop a white paper identifying potential strategies for NAIPTA to provide service to schools and identifying potential means by which schools could provide funding to support such service by June 2019.

RELATED GUIDING PRINCIPLE:

- Collaborate to enhance service delivery
- Strive for continuous improvement in all we do

BACKGROUND:

NAIPTA and FUSD met to explore potential opportunities for partnering and to better understand the unique aspects of student transportation. Ideas discussed included route/service overlaps, CDL (Commercial Driver License) Training, and Bus Wash/Fleet Maintenance. NAIPTA presented current fare/support programs for EcoPass, Vanpool, K-12 passes and travel training.

Initial discussion identified that NAIPTA cannot replace FUSD overlapping bus routes due to regulatory and route network challenges. However, approximately 30% of FUSD students attend an out-of-boundary school with no FUSD transportation. Possibilities to improve coordination include “commuter-student” trip planning and classroom field trip planning.

Next steps will be for NAIPTA to continue to work with FUSD towards identifying viable partnership opportunities and will prepare white paper in coming months to document findings.

TAC DISCUSSION:

The TAC meeting was not held on May 3rd.
FISCAL IMPACT:

No fiscal impact with workplan objective to develop a white paper.

SUBMITTED BY:

Anne Dunno
Capital Project Manager

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

None.
The NAIPTA Board of Directors has adopted an Equal Employment Opportunity (EEO) Program and as part of our Program we are committed to evaluating our Work Force usage as compared to available work force demographics for our area. We will consider a need to update to our EEO Program Goals as a result of the analysis and any identified utilization variances. The reporting timeline provides a report to the Board every 6 months and follows the federal fiscal year. The last report, for period ending September 30, 2017, was distributed in November 2017.

Due to recent EEO reporting changes, this period will provide comparisons to the workforce availability within Coconino County and NAIPTA for each job title within each division and category.

We have now concluded the mid-year reporting period (March 31, 2018) and the Workforce Analysis results are as follows:

- NAIPTA has 3 variances, out of the 10 evaluated categories of position by race group, only 2 variances are by more than 10%.
  - Minority Professionals
  - Minority Service/Maintenance (Operators/Facilities Workers)

Due to NAIPTA’s small group size, in all categories except our Operators, the variance can be represented by 1 person.

Additionally, we have compared our Workforce Utilization to our EEO Goals. The goals are defined in 2 categories for each job group: women or minority. We have not met all of the set goals with 3 out of the 10 goals varying by greater than 20%. Staff believe that NAIPTA’s employment group size and the low percentage of the variances indicate that there are no intentional or unintentional barriers that discourage any group from applying for positions. The adopted EEO Program includes action steps that staff continue to follow and subsequently, staff finds that NAIPTA’s recruitment efforts are not deficient.
NAIPTA continues to strive to maintain a diverse work force and recruit the most qualified candidates for our positions. Information collected during recruitment supports that our strategies for recruiting reach diverse groups, as intended in our EEO Program and that our current staff levels represent a diverse group of employees. Staff is not recommending any action at this time.

Prepared by Danelle Knight, HR Generalist
<table>
<thead>
<tr>
<th>June:</th>
<th>TAC Meeting is Thursday, 6/7</th>
<th>Board Meeting is Wednesday, 6/20</th>
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<tr>
<td><strong>ITEMS:</strong></td>
<td>Who &amp; What:</td>
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<tr>
<td>FY2019 Budget Adoption</td>
<td>Heather D - D/A</td>
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<td>Transportation Decision 2018 Update</td>
<td>Jeff - D/A</td>
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<td>Election of Officers (Dave - TAC and Scott - Board)</td>
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<td>General Liability Insurance Renewals</td>
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<td>Annual Contract Renewals: Fuel, etc.</td>
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<td>Personnel Policy Manual Update</td>
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<td>CEO/GM Succession Plan Update</td>
<td>Heather D/Scott - PR</td>
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<td>Office Remodel Construction Update</td>
<td>Wade - PR</td>
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<td>Current Events</td>
<td>Jeff - PR</td>
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<td>July/Aug/Sept Agenda Calendar – Add to Every Agenda Packet</td>
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<td>Strategic Workplan – Add to Every Agenda Packet</td>
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<td>5307 Grant Application</td>
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<td>Agenda Packet Policy (if needed)</td>
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Strategic Work Plan
January 2018 to June 2019

MISSION
Getting You Where You Want To Go

VISION
To create the finest public transportation experience making NAIPTA services an excellent choice for Northern Arizona Communities.

GUIDING PRINCIPLES
• Treat everyone with respect
• Put the customer first
• Show initiative, imagination and creativity
• Be environmental stewards
• Collaborate to enhance service delivery
• Be trustworthy and dependable
• Strive for continuous improvement in all we do
• Be fiscally responsible and responsive to changing demographics
• View risks as opportunities
• Follow through on promises we have made.

5 YEAR HORIZON
• Plan with attention to “green” opportunities and long-term sustainability.
• Apply imagination, creativity and innovation to improve the service we deliver.
• Evaluate the effectiveness of our brand, name and image in creating stronger ties with the public.
• Build cooperative relationships regionally to expand and enhance NAIPTA’s positive impact.
• Establish financial policies and seek revenue sources to maintain fiscal strength.
• Follow through on promises we have made.

10 YEAR HORIZON
▪ NAIPTA will be a seamless, inclusive regional system that is fully supported by member communities.
▪ NAIPTA will be known for finishing what we start in a responsible, professional and timely manner.
▪ People will know NAIPTA… people will use NAIPTA. Marketing has succeeded.
▪ NAIPTA will be known for living the guiding principles.
18 Month Work Plan

Measurable Objectives

1. NAIPTA will engage actively in the Transportation Decision 2018 process and will begin by making a case to the Citizens Transportation Tax Commission (CTTC) and Flagstaff City Council for an approximate 1/10 cent transit increase. NAIPTA will fully support the effort regardless of whether the initiative ultimately includes transit funding.

2. NAIPTA will complete its analysis and recommend a location for a Downtown Connection Center and will work with the City and County to procure ownership or access to the chosen property by December 2018.

3. NAIPTA will develop and implement a higher education bulk rate discount pass program (U-Pass) with NAU and CCC that provides students with fare-free access to the entire Mountain Line network by December 2018.

4. NAIPTA will continue to work with NAU on partnership related to fleet maintenance, operator training and interlining routes through the 18-month period.

5. NAIPTA will answer the question, “how and when would Mountain Line service improve with increased funding” by developing a specific prioritization and timeframe for launching frequency and span of service increases in time for Transportation Decision 2018 voter education.

6. NAIPTA will work with the City to develop transit-oriented Street and Design Standards, Development Criteria and the Traffic Impact Analysis methodology so that transit access and circulation requirements are addressed throughout the City’s design and development review processes.

7. NAIPTA will work with other agencies to coordinate procurement of materials and services e.g., fuel, insurance and internet, to achieve economies of scale wherever possible.

8. NAIPTA will develop a fare strategy, revenue generation, and pass distribution plan that results in increased ridership and increased fare-box return.

9. NAIPTA will work with the Flagstaff Unified School District (FUSD) and Charter Schools to develop a white paper identifying potential strategies for NAIPTA to provide service to schools and identifying potential means by which schools could provide funding to support such service by June 2019.